ConnectND HR Payroll Bulletin 3-2006 12/4/2006

Please read the contents of this payroll bulletin carefully.

INPUT NEW HIRES AS SOON AS POSSIBLE

It is very important that new hires are entered into the Peoplesoft system as close to their hire date as possible. The Empl ID is required on the request for a Peoplesoft User ID, which gives the employee access to self service. If possible please enter the new hires right away and do not wait until the end of the month, this will ensure that the employee will have access to self service before their first paycheck.

PAYSHEETS NOT CREATED UNTIL DECEMBER 18

Due to a tax update, paysheets will not be created until December 18th. Because of this, paycheck data for the December paid January payroll will not be available to view until December 18th. This also means there will be no state time entry or payline security available until December 18th.

SAVE BUTTON

It is important when you are entering a personal data or a job data change to only hit the save button once. By hitting the save button again while the system is already trying to save your change, the app messaging process will stop between Payroll and A/P. If you leave your screen and you have not saved the information the system will ask you if you would like to save.

HRMS USER REQUEST FORM

If your agency needs to add, change, or delete an HRMS PeopleSoft User, please complete the form available on OMB's website and send it to the OMB Central Payroll Office. Any user requests received without this form will not be processed. If your agency has rolled out self service, your IT Coordinator does have access to request adding or removing a user for self service only. Any other changes should be routed through OMB. This form has been updated with the new 8.9 roles.

REMINDER – ADDRESS CORRECTIONS

Please remind all employees to verify their address. Any address changes should be inputted into Peoplesoft to ensure that the W-2s are printed with the employee's current address.

DOCUMENTS UPDATED ON WEBSITE

The Peoplesoft HRMS forms have been updated and are now available on OMB's website at http://www.nd.gov/fiscal/authforms.html. The instructions for these forms are also updated and are available on OMB's website at http://www.nd.gov/fiscal/payrollindex.html.

UPDATED MANUALS

If you are unsure of how to complete a process on Peoplesoft please review the appropriate manual before contacting the ITD Service Desk. For questions on Workforce Administration or Position Data please refer to the HR Manual. For questions on Payroll for North America please refer to the Payroll Manual. For questions on State Time Entry please refer to the State Time Entry Manual. And, for questions on Commitment Accounting please refer to the Commitment Accounting Manual. If after referring to the appropriate manual you are still unsure of the process to follow please call the ITD Service Desk and log a heat ticket for OMB.

EMPLOYEE ADDRESSES

When completing the new hire process please remember to add the employee's address. Since it is necessary to click a link to perform this action it is an easy step to overlook.

EFFECTIVE DATE OF NEW HIRE

If you are entering a new hire before the employee's actual start date the personal data fields will need to be dated the day you are entering in the information. But, the hire date on Job Data should be the actual hire date.

REMINDER - TAX FORMS

If you have employees that are claiming the Earned Income Credit Allowance and want to continue it for 2007, the employee must fill out a new W-5 by December 31, 2006. The following query can be run to determine if you have any employees claiming the EIC: **NDS_PR301_EIC_NEW_YR_QRY.**

It is now the agencies' responsibility to keep a copy of the NDW-R and SFN 50862 forms in the employee's file. These forms need to be completed and a copy sent to the Tax Department each year by February 28th or within 30 days after the employee begins working or changes their residence. The purpose of these forms is to determine what state withholding the employee wants to have from their paycheck; only employees that are claiming MN withholding or Minnesota residence need to fill out a new form each year. The following query can be run to determine each year who has MN taxes withheld: **ND_STATE_MN.**

The IRS no longer needs our office to send in W-4's claiming exemption or claiming more than 10 allowances. It is up to the agency to have these forms on file. If employees are filing as exempt they will need to fill out a new form each year. The following query can be run to determine which employees are claiming exempt status for North Dakota: **ND_STATE_EXEMPT** and for Federal Exempt: **NDS_302A**.

Any changes made to the employee's tax forms should be updated on PSFT by the agencies.

ITD SERVICE DESK

Please contact the ITD Service Desk with any questions on the Peoplesoft HRMS system. The ITD Service Desk may be contacted at 701-328-4470, 1-800-837-9807, or itdservicedesk@nd.gov.

Contacting the ITD Service Desk will enable the following:

- All questions are answered in a timely basis.
- OMB will be able to identify areas that more training may be necessary.
- OMB will be able to identify which areas of the system may need modifications.

FINALLY

The information will be available on the portal news for 2 weeks. All of the ConnectND HR_Payroll Bulletins for 2006 are available on OMB's website. Watch for periodic 'ConnectND HR_Payroll Bulletins' as we find it necessary to change procedures and fix problems going forward.